



Position Announcement

The United States Peace Corps (PC) program in Kosovo seeks a qualified and motivated candidate for the following full-time position:

Financial Specialist

The United Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Kosovo to teach English and to work with Municipalities and NGOs. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on www.peacecorps.gov.

The ***Financial Specialist*** will work as a key member of the Administrative Unit supporting the entire Peace Corps Kosovo Program. The Financial Specialist will:

- Work under direct supervision of the Director of Management and Operations (DMO);
- Be responsible for the accounting, reconciliation and documentation of all Peace Corps Kosovo financial transactions;
- Be responsible for the management of procurement and contracting process for Peace Corps Kosovo;
- Coordinates human resource management for local staff including hiring process, salary calculations, payments for insurance and pension, etc.
- Serve as Alternate Class B Cashier;
- Serve as back-up DMO in the absence of the DMO;
- Performs all functions and tasks within internal control guidelines ensuring separation of duties and appropriate control of processes

Major responsibilities include

- Budget formulation, analysis, implementation and maintenance;
- Finance and Accounting: includes responsibilities for payments, ensuring invoices are correct, proper filing is done, etc.
- Contract Management: adheres to delegated contracting warrant provided by the Chief Acquisition Officer after completion of the Overseas Contract Officer Training. Maintains contracting warrant and follows all contracting requirements per the Overseas Contracting Handbook and other USG policies and regulations; and
- Human Resource Management: oversees recruitment, staff performance reviews, local staff benefits, and records management;
- Volunteer Support: provides general administrative and financial assistance to support Trainees/Volunteers;
- Receiving officer: Accurate review of goods or services, their accompanying invoices, and the purchase order/contract to ensure that the specifications, quality, amounts, price, timeliness, etc. of the goods are consistent with the terms and conditions of the contract/purchase order after successful completion of the requisite training to perform receiving duties; and
- Manage special projects as assigned.

Mandatory Qualifications

Education: Bachelor's degree in Accountancy, Business Administration or comparable degree required

Professional Work Experience: At least 5 years of progressively responsible experience in accounting, finance and budgeting with significant knowledge in general business administration. Experience in government or private sector accounting including interpretation and use of financial data for informed decision-making and the efficient and optimal use of resources. Experience in financial management work that involved the preparation, justification, or management of an organization's budget.

A minimum of 1 year of human resource management experience.

Language: Fluency in Albanian and English are required. Proficiency in Serbian is desired.

Skills and requirements:

- Excellent interpersonal communication and organizational/time management skills.
- Proactive attitude and flexibility.
- Ability and willingness to follow directions and training from supervisors.
- Polite manners, professionalism and sense of discretion under all circumstances.
- Experience working in a cross-cultural setting as a part of an intercultural team.
- Demonstrated ability to manage budgeting processes from budget creation to completion.
- Ability to recommend solutions on financial, administrative and human resource issues.
- Ability to work under time restraints and manage many projects.
- Proficient in Microsoft Office computer applications, particularly Excel.
- Resourceful in researching matters on Federal and State Department regulations, Local labor law, Peace Corps Manual, Overseas Financial Management Handbook, Foreign Affairs Handbook and Foreign Affairs Manual prior to rendering recommendations to the DMO.
- Ability to communicate verbally and in writing in clear and concise English.
- Ability to contribute to the process improvements by assessing, analyzing and recommending solutions.
- Effective coordination with Admin Staff and other PC units, key departments in U.S. Embassy, PC/W staff, and external parties in achieving specific objectives.

This position begins as a FSN Grade Equivalent 7 with an approximate annual gross salary of €14,810 + benefits.

Important! Applicants must clearly describe or demonstrate how they meet each of the mandatory qualifications. Qualified and interested candidates must send the following by e-mail to kosovopc@peacecorps.gov:

1. A letter of interest describing their qualifications and which specifically responds to each skill and requirement noted above

2. complete CV

Please do not submit more documents than have been requested. Emailed applications should only contain two documents: the CV and the letter of interest.

The SUBJECT LINE of this email MUST state: Application for Financial Specialist. Hard copies of applications will not be accepted. All application materials must be in English. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Closing date: applications must be received no later than midnight May 11, 2014 to be considered. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.

The Peace Corps is an equal opportunity employer.